

Specification of business processes

1. Business goals of the organization

“High School II” is a high school located in Gdansk. It is a prestigious institution known for its main focus is educating students in mathematics.

There are profile classes: medical with extended biology and chemistry, science with extended mathematics and physics, economics with extended mathematics and geography, law with extended Polish and history. Every class can contain at most 30 students.

There are many teachers with different teaching methods and years of experience.

GOALS (KPI's):

1. **Achieving a higher average of results from the extended matura exam by 2 percentage points every year, in comparison with previous years, until reaching the 90% threshold and then maintaining it.**
 2. **Passing rate of 100% of the basic math matura exam every year.**
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2. Business processes

First Business Process:

Students writing matura exam and receiving score

The process is as follows: Students are coming to school on the days of the matura exams, they are signed up to specific classrooms with different numbers of people in them where they are going to write the exam. They enter the class after the teacher reads their name. They are randomly assigned to spots in the classroom. In each classroom there is one teacher present who is going to supervise the students during the exam. At a certain hour everyone starts to write their exams. After finishing writing, they leave the classroom and can go home.

Two months after writing the exams, students get their results. At the same time, the school will also receive results from the exams of each student.

1. **What was the average score for the extended math matura exam last year?**
2. **Compare the student's results from basic English matura in different profile classes (medical, science, economics, law) from .**
3. **Is there an increasing trend in the extended math exam scores in the last 4 years?**
4. **Is there a person who scored 100% from all basic maturas in the last 4 years?**
5. **What are top 10 scores from the basic math matura from students from law class last year?**

Data sources:

- Database with information of teachers supervising during matura exam, students who participated in exam, classes, subjects and results from matura exam
 - Excel sheet with the information of the classrooms used for conducting matura exam and students and teachers assignment to the classrooms during each matura exam
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Second Business Process:**Student delivering documents in order to apply for high school**

The process is as follows: Students enter high school to bring the documents, such as: results from 8th grade exams, primary school diploma, copies of diplomas from sport and academic competitions. They fill out the form by giving a list of three class profiles they want to apply to, with priority ordered from 1 (most wanted class) to 3 (least wanted class). After the application is submitted by the student to the person working in the secretariat, the student can go home.

1. How many girls versus boys applied to high school last year?
2. Has there been an increase of students who during the application process submitted diplomas from extra achievements in the last three years?
3. Was there a student who scored 100% from all of their 8th grade exams last year?
4. What was the most often chosen class profile among the applicants last year? (Number of applicants per place)
5. What was the average 8th-grade exam score from math of applicants last year?

Data Sources:

- Database with informations of students, student's final grades from primary school, student's results from 8th grade exam, list of their preferred profiles
- Excel sheet with the information of students extra achievements, which they attached in their applications